

BOARD OF TRUSTEES
Meeting Agenda
Wednesday, May 14, 2014, 1:00 p.m.
Laidlaw Center Boardroom, #143
237 W. Kellogg Road
Bellingham, WA 98226

MEMBERS:

- **Sue Cole**
Chair
- **Tim Douglas**
Vice Chair
- **Barbara Rofkar**
- **Chuck Robinson**
- **Steve Adelstein**

Reasonable accommodations will be made for persons with disabilities if requests are made at least seven days in advance. Efforts will be made to accommodate late requests. Please contact the President's Office at 360.383.3330 (or TDD at 360.647.3279)

**NEXT MEETING
REMINDER**

June 18, 2014

BOARD RETREAT

August 14 & 15

- I. Call to Order, Approval of Agenda, and Notice of Public Comment Time
- II. Strategic Conversations
 - Integrated Planning and Advising System (IPAS) (Goal 1-Expand opportunities for students to achieve their potential)
 - Achieving the Dream (ATD) Coaches
- III. Consent Agenda (Calendar)
 - a. Minutes of March 18, 2014 Board of Trustees Meeting (Attachment A)
 - b. Proposed Winter Graduates (Attachment B)
- IV. Action Item
 - Tab A: LGIP Resolution
- V. Report from the President
- VI. Reports
 - ASWCC –Lucas Nydam, President
 - WCCFT – Kim Reeves, President
 - WFSE – Michelle North, Representative
 - Administrative Services –Vice President Nate Langstraat
 - Educational Services – Vice President Trish Onion
 - Instruction – Vice President Ron Leatherbarrow
 - Advancement/Foundation – Anne Bowen, Executive Director
- VII. Discussion / Items of the Board
 - Summer Retreat
 - Pavilion Groundbreaking
- VIII. Public Comment
- IX. Executive Session*
 - (d) to review negotiations on the performance of a publicly bid contract...;
- X. Adjournment

***The Board of Trustees may adjourn to a closed Executive Session to discuss items provided for in RCW 42.30.110 (1):**

- (b) to consider the selection of a site or the acquisition of real estate by lease or purchase...;
 - (d) to review negotiations on the performance of a publicly bid contract...;
 - (f) to receive and evaluate complaints or charges brought against a public officer or employee...;
 - (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee...; or as provided in RCW 42.30.140 (4)(a), to discuss collective bargaining
 - (h) to evaluate the qualifications of a candidate for appointment to elective office...;
 - (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions... or... litigation or potential litigation...
- Action from the Executive Session may be taken, if necessary, as a result of items discussed in Executive Session.**



CONSENT AGENDA

- a. Minutes of March 18, 2014 meeting of the Board of Trustees (Attachment A)

SUGGESTED RESPONSE

The chair reads out the letters of the consent items. Then the chair states: “If there are no objections, these items will be adopted”. After pausing for any objections, the chair states, “As there are no objections, these items are adopted.”

Whatcom

COMMUNITY COLLEGE

MINUTES

BOARD OF TRUSTEES MEETING

Laidlaw Center Board Room

Tuesday, March 18, 2014

2:00 p.m.

- **CALL TO ORDER** Chair Sue Cole officially called the Board of Trustees meeting to order at 2:03 p.m. Present in addition to the chair were trustees Barbara Rofkar, Steve Adelstein, Tim Douglas, and Chuck Robinson (called in by phone) constituting a quorum. Others present included President Hiyane-Brown; Ron Leatherbarrow, Vice President for Instruction; Nate Langstraat, Vice President for Administrative Services; Trish Onion, Vice President for Educational Services; Anne Bowen, Executive Director for Advancement; Ed Harri, Dean for Instruction; Melissa Nelson, Assistant Attorney General; and Rafeeka Kloke, Executive Assistant to the President.

ACTION TO ACCEPT AGENDA

- Trustee Barbara Rofkar moved to approve the meeting agenda as proposed. It was seconded by Trustee Steve Adelstein and the **motion was approved unanimously**.
- Trustee Sue Cole announced that there is a designated time for public comment on the agenda.

EXECUTIVE SESSION

- At 2:03 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately 90 minutes to “(g) ... or to review the performance of a public employee...”

Chair Cole announced that action is anticipated. Guests included President Kathi Hiyane-Brown, VP of Instruction, Ron Leatherbarrow, Dean for Instruction, Ed Harri, and Assistant Attorney General Melissa Nelson.

The Executive Session was extended at 3:35 p.m. for approximately 20 additional minutes.

- The Executive Session adjourned at 3:55 p.m. and the Board reconvened into open session at 3:56 pm.

ACTION

➔ TAB A -- Tenure Consideration

- Trustee Tim Douglas moved the award of tenure to Johnny Hu. The motion was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**
- Trustee Steve Adelstein moved the award of tenure to John Fasler. The motion was seconded by Trustee Barbara Rofkar and the **motion was approved unanimously.**
- Trustee Chuck Robinson moved the award of tenure to Hilary Engebretson. The motion was seconded by Trustee Steve Adelstein and the **motion was approved unanimously.**
- Trustee Barbara Rofkar moved the award of tenure to Ariane Hayes. The motion was seconded by Trustee Tim Douglas and the **motion was approved unanimously.**

BREAK

- ➔ The meeting was adjourned for a fifteen minute break at 4:00 pm.
- ➔ The meeting reconvened into open session at 4:15 pm

PRESIDENT'S REPORT

- ➔ President Kathi received a letter from Kristi Dominguez, Early Childhood Coordinator of the Bellingham School District Parenting Education Program expressing appreciation of the partnership with the College.
- ➔ President Kathi received a thank you letter from Phyllis and Charles Self for the recognition of the naming of the Learning Commons and the successful reception. The Selfs expressed appreciation for the College's commitment to student success.
- ➔ Whatcom is one of the colleges selected to exhibit our Cybersecurity program at the Legislative Open house on February 20th.
- ➔ Kris Jonson, CEO and Amy Johnson, Strategic Consultant of Associated Washington Business (AWB) visited Whatcom to learn about our STEM initiatives and tour the HPEC building.
- ➔ 11 faculty and staff attended the Achieving the Dream Conference. Sessions around best practices were shared over several days. Ed Harri and Anne Marie Karlberg presented two sessions.
- ➔ It was a disappointing legislative session. Legislators did not pass the capital budget and adopted an operating budget that included a \$10 million increase in "efficiency" cuts which resulted in a total funding reduction of \$40 million statewide. The impact on the college system is anticipated to be \$3 million. State board encourages all college presidents to write a letter asking the Governor to veto the efficiency bill. Whatcom plans to submit two letters;

one from the President and one from the Board of Trustees. The budget also freezes tuition level for 2015. The only new money available is for aerospace. Neither COLAS nor faculty increments were provided for.

- President Kathi attended the AACC conference in Washington DC on April 3-7. She was the moderator for a panel for diverse leadership and serve as the incoming chair of the President's Academy.
- Cabinet is working with students on space issues for offices, study areas, and gather spaces; including designed smoking areas.
- An Emergency Response Team table top exercise is scheduled this week. Bellingham Police Department representatives will participate in the exercise.
- Two Whatcom students will be honored at the Washington All-Academic Team recognition event in March at South Puget Sound Community College.
 - Alitzel Jimenez first enrolled at Whatcom Community College through Running Start. Now, she is working on an AAS business transfer degree. Besides maintaining excellent academic standing, Alitzel has shown tremendous leadership skills through involvement in the Associated Students of Whatcom Community College and the campus' Criminal Justice Leadership club. She is currently interning at Bellingham's public defender office, and hopes to eventually study business or criminal justice at a four-year institution.
 - Stacy Ziegler volunteers as a Court Appointed Special Advocate for the state, supporting children who are part of the juvenile court system. Through this volunteer work, she realized her strong passion for helping those in need, especially children. She plans to attain her Associate in Arts & Sciences transfer degree at Whatcom Community College, then transfer to a four-year school to pursue a degree in the law and justice field.
- Brian Keeley is the receipt of this year's Judy Hoover Award of Excellence.

REPORTS

- Administrative Services – Nate Langstraat, Vice President
 - The change in accreditation language for the “Financial Accountability” eligibility requirement has resulted in colleges receiving accreditation recommendations related to external audits of individual colleges' financial statements. WCC can expect this same recommendation. However, the State Board is now taking a systems approach to providing ongoing and consistent external financial audits of each institution's financial statements in partnership with the state auditor's office.
 - VP Langstraat provided an update on student housing. Staff has been exploring options for additional student housing including constructing a new building, and additional lease options with neighboring apartment complexes. If the College decides to construct a new building, it will take a minimum of one year for permitting and securing funding sources and two years to complete the construction.

➔ **Instruction Office – Ron Leatherbarrow, Vice President**

- VP Leatherbarrow thanked the Tenure Committee members for putting together informative Tenure notebooks and the Trustees for their time and effort in reviewing them.
- Dean for Instruction Ed Harri provided an update on Accreditation
 - Feedback from the college community has led to the selection and adoption of three new core themes for the College. These core themes provide a framework for assessing our mission fulfillment.
 - Each core theme has 12 objectives with indicators under each objective.
 - The College will revisit the objective annually; however, the next report is due in seven years.
 - Accreditation requirements are changing; this will be the last year of virtual visits. Future visits will be conducted in-person.
 - The Accreditation report can be found on WCC website.
- Director for Workforce Education Janice Walker reported a new partnership between the College and the Northwest Career & Technical Academy (NWCTA) which will allow local high school students to earn college credit. Whatcom is the fourth NWCTA campus. When the Whatcom programs begins this fall, enrolled high school juniors and seniors will attend morning classes, equivalent to three consecutive high school periods daily, in either the Medical Assisting Career Program or Computer Security and Support Program. Medical Assisting students will attend classes in the College's Health Professions Education Center and will earn 17 college credits and industry certifications. Computer Security and Support program students are eligible to earn 13 college credits in courses that prepare them for jobs in technical support, networking, or information security.
- Director for International Program Kelly Kester shared a PowerPoint overview of the International Program.
 - Where do the international students come from?
 - 24% China, 12% Japan, 11% Vietnam, 11% Indonesia, 10% Hong Kong, 6% Korea, 5% Thailand and 21% Other
 - Where do they live?
 - 45% Homestay, 21% Residence Life apartments and 34% Other
 - Student Homestay Program grew from 29 in 2003 to 145 in 2014; the demand continues to increase
 - Established agreement include: Kanda University of International Studies, Daito Bunka University and AGTA Academy. He is currently working to establish an agreement with Tsing Tao University.

DISCUSSION/TACTC/ITEMS OF THE BOARD

➔ **ACCT National Legislative Summit**

- Trustee Tim Douglas reported there were good some good speakers at the conference and it was nice to interact with colleagues from other parts of the country.
- President Kathi and Trustee Sue Cole attended the Rural Community College Alliance meetings and met with representatives from USDA and Department of Interior

➔ **Senator Patty Murray's Visit**

- Senator Murray is scheduled to visit Whatcom Community College on April 24 for a Veteran Roundtable.
- Trustee Cole and Trustee Douglas will join President Kathi in a meeting with the senator after the roundtable meeting.

➔ **TACTC Awards**

- The Board will plan to submit two nominations for this year's TACTC Awards:
 - Nomination of President Kathi Hiyane-Brown for the CEO of the Year Award
 - Nomination of Cordata Health Professions LLC (Ken and Kathy Hertz, Blossom Management Corporation; Pete Dawson, Dawson Construction; and Faruk and Paula Taysi, Integrated Real Estate Management Inc.) for the Partner of the Year Award

PUBLIC COMMENT

- ➔ Chair Cole called for public comment. There was none.

EXECUTIVE SESSION

- ➔ At 5:10 p.m. the meeting was adjourned for a closed Executive Session of the Board for approximately fifteen minutes to "(g) ...to review the performance of a public employee..."

Chair Cole announced that a possible action may be anticipated. Guests included President Kathi Hiyane-Brown, and Assistant Attorney General Melissa Nelson.

The Executive Session adjourned at 5:25 p.m. and the Board reconvened into open session at 5:25 pm.

ACTION

- ➔ Trustee Tim Douglas moved to adopt the Addendum to Presidential Contract. The motion was seconded by Trustee Barbara Rofkar and **the motion was approved unanimously.**

ADJOURNMENT

- ➔ There being no further business, the meeting was adjourned at 5:55 p.m.

WHATCOM COMMUNITY COLLEGE

WINTER GRADUATES

March 28, 2014

ASSOCIATE IN ARTS AND SCIENCES (HONORS PROGRAM)

Pui Man Cheung (With Honors)

Robert S. Decoteau (With Honors)

ASSOCIATE IN ARTS AND SCIENCES

Dorothy J. Alfonso (With Honors)

Brittany A. Fryer (With Honors)

Kylea-Jo N. Allen

Rodrigo Garcia (With Honors)

Katie A. Annette

Merrilee C. Gardner

Tavleen Aulakh (With Honors)

Samantha C. Garza

Gloria E. Baldwin

Jean Giesbrecht (With Honors)

Zachary R. Barlow

Jack N. Hallmark

Merrilee R. Beck

Laura L. Hansen

Nicholas M. Belcaster

Taryn L. Hatcher (With Honors)

Cara L. Berg

Chelsea A. Hawkinson

Adalia I. Bergeron (With Honors)

George W. Hesselgrave

Jordan M. Blahnik

Muthia M. Hidayat

Tulley R. Bloom

Beth A. Hoggard

Melissa A. Bowen

Emily C. Hollingsworth (With Honors)

Brendan S. Brendible

Andrea L. Holt

Danica Capili

Kathryn E. Houghton (With Honors)

Jennifer K. Chapman

Albert J. Howard (With Honors)

Robert E. Conway

Cristi Hoye

Katie M. Cook

Amanda K. Hughes

Dominic J. Cortese

Matthew D. Hughes

Evan J. Coulter

Karri M. Huisman

Erika D. Courtney

Sueun Hwang

Morgan E. Cyprien

Hunter K. Ives

Phillip H. Daniels

Jonathan Jack-Nixon

Madisen E. Dixon

Amy C. Johnson (With Honors)

Robert W. Dowdle (With Honors)

Mckenna S. Jolly (With Honors)

Alexander B. Duncan

Logan F. Jones

Tabitha R. Egan (With Honors)

Aarti Joshi

Stacey B. Esquivel

Allysha M. Jovich (With Honors)

James A. Everidge Ii

Emily M. Judd

Tattianna N. Finsland

Kimberly M. Jurgens (With Honors)

Eleanore M. Flanders

Nhan V. Khong (With Honors)

Zachary R. Fleet (With Honors)

Sue Y. Kim (With Honors)

Daniel A. Flint

Jalisa R. Kovalenko

Jonanthony Flores

Zoe J. Kramme (With Honors)

Eric Fongue

Jason J. Kwon

Nicole Mamie Lee	Kati Pinardi
Clayton J. Lenssen (With Honors)	Bridgette N. Ray
Martine C. Liden	Alireza Razazi
Robin Lieb (With Honors)	Christian M. Rinehart
Daniel J. Lile	Lisbeth Rodriguez
Nicholas Luttrell	Monica E. Rodriguez
Daniel L. Mandel (With Honors)	Rachel M. Ryan
Ramandeep K. Mangat (With Honors)	Savannah L. Sage (With Honors)
Lauren T. Marks	Carly R. Sandberg (With Honors)
Courtney K. Martin	Carrie J. Schafer (With Honors)
George Martin	Peter J. Schlegel
Victoria M. Matey	William J. Scott
Brian P. Mayerchak	Julie M. Seldal
Brenna N. McCoy	Julian A. Sibley
Keaton S. McElroy	Sara A. Simmons
Jonathan B. McFadden	Amanda M. Singh
Marlowe L. McMurtry (With Honors)	Jennifer B. Smit
Alyssa J. Mears (With Honors)	Annie R. Spellman
James C. Melloh (With Honors)	Mark A. Stevenson
Bronwyn M. Miller	Joshua H. Styger
Keiana M. Moini (With Honors)	Jillian M. Sullivan
Andrea C. Monks	Yesenia Talamantes
Kevin D. Moralda	Dana W. Toler
Kyle R. Morgan	Erin M. Traynor
Chase W. Muder	Chris A. Trinies
Monique A. Newman (With Honors)	Diane M. Tymony (With Honors)
Annette N. Norbistrath	Ashley D. Ubil
Soni S. North (With Honors)	Breana F. Umland
Lanning J. Nyhus	Dustin J. VandeHoef (With Honors)
Mallory E. O'Brien (With Honors)	Nicholas Veljkov
David A. Olson	Susana Vidrio
Troy D. O'Neill	Alexzandra N. Volpe
Karlie M. Ottele	Kayla J. Vosburgh
Hyunju Padilla	Mitchell W. Weatherill
Evan W. Parrish	Justin H. Webb
Lauren K. Paulsen	Jeffrey P. Wegener
Tyler J. Perry	Maci J. Wheldon
Darci L. Peterson	Rachel Wilkens
Anh H. Phan	Yat Man Wong (With Honors)
Demetre F. Phinizy	Asako Yoshimi

ASSOCIATE IN LIBERAL STUDIES

Marielle J. Bakke	Sarah E. Jordan (With Honors)
Iris B. Christie	Yoshimasa A. Nakazato (With Honors)
Nora C. Donnelly	Tracey L. Quinn
Linda K. Edwards (With Honors)	Julie M. Solomon
Reili M. Grow (With Honors)	Eric J. Weber (With Honors)

Michael J. Woodland

ASSOCIATE IN SCIENCE TRANSFER

Zach T. Malone (With Honors)
Brian J. Rowe

Wai Shing Wong

ASSOCIATE IN ARTS EARLY CHILDHOOD EDUCATION

Karen R. Ekdahl (With Honors)

Melissa C. Wheeler (With Honors)

ASSOCIATE IN ARTS EDUCATION PARAPROFESSIONAL

Lindsey N. Parker (With Honors)

ASSOCIATE IN ARTS VISUAL COMMUNICATIONS

Lissa M. Clear

ASSOCIATE IN SCIENCE ACCOUNTING

Brenda H. Hollander (With Honors)

ASSOCIATE IN SCIENCE BUSINESS ADMINISTRATION

Irina P. Bliznyuk (With Honors)
Elizabeth A. Frombly
Kevin M. George

Elma R. Ventura
Anthony N. Wilson
Torrey H. Yost (With Honors)

ASSOCIATE IN SCIENCE COMPUTER INFORMATION SYSTEMS

Jamieson G. Glass (With Honors)

ASSOCIATE IN SCIENCE CRIMINAL JUSTICE

Guadalupe M. Ortega

Samuel M. Tracey

ASSOCIATE IN SCIENCE MEDICAL ASSISTING

Kelsey L. Kirschman (With Honors)

Jasmin Y. Pointer

ASSOCIATE IN SCIENCE PARALEGAL STUDIES

Kaia L. Matheny

CERTIFICATE ACCOUNTING

Steve M. Bridges

Brenda H. Hollander

CERTIFICATE HOSPITALITY & TOURISM MANAGEMENT

Jessica A. Tolsma

CERTIFICATE MASSAGE PRACTITIONER

Erica L. Enegren

Atalie G. Slone

Anna M. Schemstad

CERTIFICATE MEDICAL ASSISTING

Anna J. Delahanty

CERTIFICATE MEDICAL BILLING AND CODING

Gayle M. Isaac

Linda K. Murphy

CERTIFICATE OFFICE ADMINISTRATION

Inna M. Shtunyk

Abigail J. Ungersma

HIGH SCHOOL DIPLOMA

Lamon M. Allen

Adalia I. Bergeron

Taryn L. Hatcher

Mckenna S. Jolly

Nattanai Kuangmia

Hanh Le

Mark A. Stevenson

RESOLUTION AUTHORIZING INVESTMENT
OF **WHATCOM COMMUNITY COLLEGE** MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, **WHATCOM COMMUNITY COLLEGE**, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the **COLLEGE PRESIDENT**, the “governing body” or any designee of the governing body pursuant to this resolution or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by **WHATCOM COMMUNITY COLLEGE** and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates **KATHI HIYANE-BROWN, PRESIDENT**, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the BOARD OF TRUSTEES of WHATCOM COMMUNITY COLLEGE State of Washington on this 14th day of May 2014.

SUE COLE, BOARD OF TRUSTEES CHAIR

KATHI HIYANE-BROWN, PRESIDENT

Reports to the Board of Trustees May 14, 2014 Meeting

➤ ASWCC—Lucas Nydam, President

- **ASWCC Student Senate**
 - Presented ASWCC position statement on campus tobacco use to the College Council.
 - Formed the Selections Committee and started the hiring process for next year's student leaders.
 - Formed the following ad hoc committees: Orca Day Committee, Sustainable Transportation Solutions Committee, Parliamentary Procedures Committee.
 - 2014-2015 S&A Fee Budget is nearing completion and awaiting Senate approval.
 - Funded students and student clubs to attend WWU Heritage and Luau dinners.
 - Distributed healthy snacks to students for Winter 2014 Finals Relief.
- **Student Involvement**
 - Programming and Diversity Board hosted a Welcome Back BBQ at the beginning of Spring 2014.
 - Programming and Diversity Board hosted Know Your Rights, which included a panel of lawyers and law enforcement officers to answer student questions.
 - Programming and Diversity Board hosted Blacklight Bingo.
 - Student Ambassadors have been working on a WCC float to participate in the Ski to Sea parade, as well as getting a team together to compete in the race.

➤ WSFE—Michelle North, Representative

- Negotiations on our next contract are currently underway. We are pushing hard to obtain a cost of living adjustment (COLA) for classified and part time hourly staff, as there has not been one since 2008.

➤ Administrative Services—Nate Langstraat, Vice President

- **Finance** (*Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development*)
 - Budget development has concluded its first phase of the process, including the compilation of all submitted budget worksheets for 14-15. In addition, maintenance level budget items have been identified and initial revenue forecasting is underway. Budget Review Committee met on April 29, 2014 to review development progress. There is no new state allocation for WCC, tuition rates remain constant, and enrollments are flat or slightly declining—equating to no increased funding for WCC for 14-15.

- The draft initial state allocation for 14-15 was distributed by SBCTC. The LEAN reduction was not included in the initial allocation as SBCTC hasn't received final word from OFM as to the system's share.
- **Facilities & Operations** (5.1: *Create and manage growth through fiscal, capital, technological and human resource development*)
 - Bids for the WCC Pavilion Expansion and Student Recreation Center were opened on April 14. The low bidder was Tiger Construction with a bid in the amount of \$8,068,100 which included all four bid alternates (pre-bid estimate was \$9,250,000). The process of signing contracts and securing the COP through the State Treasurer's Office is on schedule. The Notice to Proceed (NTP) is expected to be issued to Tiger in a couple of weeks with on-site mobilization scheduled for June 23.
 - The Phyllis and Charles Self Learning Commons is entering the schematic design phase. Stakeholder meetings are scheduled for May 27 – June 2, which will begin reviewing the concept plans developed in the predesign phase to identify the detailed functional needs of the spaces supporting each area/group.
 - The IMP pre-application meeting with the City of Bellingham (COB) was conducted on Tuesday, April 29. The plan was generally well received by the COB review team with most of the informal comments and questions involving the review process/timing, re-zoning options, and traffic concerns. Formal written comments should be received by WCC from COB by May 30. Planning has begun for the official public meeting where Whatcom will provide an overview of the IMP to our surrounding neighbors.
 - The CIS Program Expansion in Baker Hall is currently scheduled to go to bid in the next week. Bids will be due June 3 with the project on track for a June 23 construction start.
 - Bids were accepted on April 29 for the remodels of Laidlaw 208 (Student Services Office) and Cascade 129 (Horizon Student Paper) with Faber Construction being selected as the low bidder. Construction is expected to start the week of June 2.
 - The heating, ventilation, and air conditioning controls upgrades have been completed for Heiner and Syre. Both buildings are now networked and operating on the centralized campus scheduling and programming system.
- **Emergency and Safety Preparedness** (5.3. *Promote a safe environment for teaching, learning, and working*)
 - An emergency table top drill was conducted on March 20, 2014, led by Jonah Stinson, WCC Emergency & Safety Preparedness Manager. The drill was attended by WCC Emergency Response Team members and focused on responding to an escalating on-campus protest situation. Local law enforcement officers from the Bellingham Police Department partnered with WCC on the drill. A debrief session is scheduled for May 8.
- **Conference & Event Services** (3.1.2 *Expand partnerships with community and business organizations. 3.1.3- Develop the College's and Foundation's community involvement and presence*)

- The Conference & Event Services (CES) Office is supporting the Sustainability Club's celebration of Earth Week, the Transfer Fair held by Outreach, and the Health Professions upcoming Job Fairs. CES will also be assisting with the PTA Program's 20th Year Celebration and the co-sponsored Chuckanut Radio Hour. Externally, we have welcomed back another season of the Bellingham Slam in the Pavilion and are now the preferred location for the Community Food CO-OP's training sessions.
- **Technology** (5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - The Hobsons AgileGrad software is out of implementation and is now a live production tool. More than 900 students are actively using the web-based degree planning tools.
- **Bookstore** (Goal 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - During spring quarter's sales rush, the Bookstore rented 1,170 books to 855 different students. The overall financial savings of rentals versus purchasing used texts for those students was \$51,555. The Bookstore is studying further expansion of the rental program.
 - The Bookstore is finishing initial development of its ecommerce website. The website will go live in May and will provide the College with an online platform for book and merchandise sales as well as general WCC marketing.

➤ **Educational Services—Trish Onion, Vice President**

- **Advising** (Goal 1.3. Increase student achievement in transfer and career preparation. 5.1. Create and manage growth through fiscal, capital, technological and human resource development. 5.4. Foster an evidence-based culture of continuous improvement.)
 - The Integrated Planning and Advising System (IPAS) is playing a key role in the college-wide emphasis on improving student retention, success, and completion of degrees. IPAS goals are closely linked to Achieving the Dream (ATD) goals which involve changes in practice as well as shifts in the college culture. A clear theme is that early academic planning and deliberate student support structures are critical to student success. Hobsons AgileGrad has been successfully deployed to offer nearly 150 templates of certificate, degree, and "major ready" transfer requirements for students to explore possible educational plans, select their first choice class, and graphically match their class schedules according to their own desired load and availability, while accounting for prerequisites and class availability.
 - Advisors have been teaching individuals and groups of students how to use AgileGrad and currently, over 900 students have active AgileGrad educational plans. Many students have reported their enthusiasm for their own AgileGrad educational plans and advisors have begun to shift their efforts toward coaching and problem-solving, rather than quarterly schedule planning with students.

Advisors are discovering the potential for AgileGrad to create a culture of long-term education planning.

- By 2015, when most students have active *AgileGrad* plans, the *AgileGrad* demand forecasting analytics could revolutionize the annual schedule building process for instructional leaders to make informed decisions to offer courses based upon the times and sequences needed by students to progress toward degree completion more quickly and efficiently.
- **Registration** (*Goal 1.3. Increase access for diverse and nontraditional student populations; 1.4. Introduce new opportunities for student learning and engagement; Goal 4.3. Increase access for under-represented populations; 5.4. Foster an evidence-based culture of continuous improvement.*)
 - Registration is developing and improving processes to enroll students who are participating in Cyber Security Camp, Northwest Career & Technical Academy, and College in the High School. They are improving admissions communications that focus on the needs of under-represented students. One staff member and her family are hosting one WWC Dutch student again this year.
 - The Academic Standards Committee comprised of members from Registration, Financial Aid, Entry & Advising, and Instruction are seeking input from the campus on the current AAS-DTA degree to remove barriers for completion while considering the quality the degree and the relevance of its requirements.
 - Registration improved services through survey feedback from non-enrolled students, drop for non-payment survey, and institutional data in collaboration with Institutional Research. They are working on customer service, student communications, and reporting services to general campus community.
- **Running Start** (*Goal 1.3. Increase access for diverse and nontraditional student populations*)
 - The annual Running Start Graduate Reception will be held on Wednesday, June 2nd at 4pm in the Heiner Theater. This year 86 Running Start students are on track to complete an associate degree during their junior and senior years of high school, 20 more students than last year. The program will also recognize key faculty who are identified by the students as especially influential in their WCC experience.

➤ **Instruction—Ron Leatherbarrow, Vice President**

- **Accreditation** (*5.4 Foster an evidence-based culture of continuous improvement*)
 - Our virtual accreditation visit took place the last week in March, and though we are not yet at liberty to publicly announce specific actions by the visiting team, all indications are very positive. The evaluation team visited with faculty, staff, and administration by phone over the three days, and the reports by participants and the evaluators were encouraging. The evaluation team sent its report to the College for factual review in late April, and the College should receive its official list of commendations and recommendations by mid-May.

- **Hiring** (2.1 Maintain currency in college curriculum and delivery, 2.3 Improve student learning, and 5.1 Create and manage growth through fiscal, capital, technological and human resource development)
 - The searches for 11 faculty positions (6 replacement and 5 new positions) are very near completion, with several of the positions filled. Based on their interviews, the instructional administrators will meet with the search committee members to weigh the success of the hiring process and the strengths of the finalists and, based on these discussions, formulate recommendations for hiring to the President.
 - We are also now initiating searches for several positions that are currently vacant or filled with temporary appointments, including the Director for eLearning, the Director for the Learning Center, and the Director for Multicultural Services. We expect these searches will be completed by the end of spring and summer terms, and we will have new leadership in place to begin the fall term.
- **New Programs** (1.4. Introduce new opportunities for student learning and engagement; 2.1 Maintain currency in college curriculum and delivery)
 - Limited Licensed Legal Technician Whatcom's Paralegal Program coordinator has submitted revised courses and curriculum to WCC's Curriculum Committee to align WCC's Paralegal Program to the American Bar Association-approved educational requirements for limited licensed legal technicians (LLLT). This is in anticipation of approval for WCC to offer this program in the near future (currently only four American Bar Association approved colleges in Washington are allowed to launch the program). Through its ruling for this new profession in Washington, the Washington State Supreme Court makes simple, routine legal services in family law more available and affordable to clients. LLLT licenses also provide an opportunity for people in the legal profession to advance their careers by assisting clients independent of an attorney's supervision. To earn the license, students must have an associate degree or higher credential, 60 credit-hours of paralegal and family law coursework, 3,000 hours of substantive law-related experience supervised by a licensed attorney, and pass a LLLT license exam.
- **Grants** (3.1. Increase College stature as a community and educational partner, 3.2. Lead collaborative efforts with other educational institutions, 3.3. Be an active partner in economic development, 5.2. Diversify and secure funding/resources from external sources)
 - CyberWatch West WCC was awarded the next increment of \$750,000 to host CyberWatch West for the next year as a result of the CyberWatch West National Visiting Committee's site visit and report. Six members of the committee were on campus March 5-6. The CWW leadership team received commendations for their work in the smooth transition of the center to WCC, in addition to recommendations for strengthening the project particularly in the next grant application to extend the project. The application to continue the center past 2015 is due in October 2014; if successful the project will continue until 2018.

- PULSE The WCC biology discipline was selected to participate as a pilot institution for the PULSE (partnership for undergraduate life sciences education) Vision and Change certification program. Whatcom was one of 70 colleges to apply and was one of only eight institutions, including only two community colleges, selected to participate. Their selection was based on their collective commitment to reforming curriculum where needed and to engaging in student-centered teaching and learning approaches. A visiting team will meet with the biology faculty on May 6 and 7. Four members of the biology faculty and two members of the chemistry faculty are also involved in the NSF-funded Change at the Core grant project with Western Washington University, WCC, and Skagit Valley College.
- Cybersecurity Camps for High School Students The third Cybersecurity Camp for high school students served 59 students from 15 regional high schools; 38 of whom applied for and earned three college credits in CIS 110. A total of 67 students participated; 29 WCC students served as mentors. Eighteen industry guest speakers were incorporated into the program and \$1,400 in prizes were donated from industry. This NSF-funded (\$200,000) project was completed June 30; however, ongoing resources (i.e., camp lab book, competition day instructions, project summary, materials to introduce a camp) are available to other colleges on the website. The introduction of the NW Career & Technical Academy program in Computer Security & Support for high school students on WCC's campus this fall meets the project sustainability plan.
- HEET 7 Grant Application WCC is applying for a HEET (Hospital Employee Education & Training) grant as lead organization for the North-South (Washington) Care Coordination Consortium, including community colleges, labor-management, workforce development councils, and the Center of Excellence for Allied Health. The consortium will design courses and short certificates in positions in the continuum of care coordination. This is a one year \$500,000 state grant, partially funded from SEIU Multi-Employer Education & Training, with an option to provide ongoing funding in Year 2.

➔ **Foundation and College Advancement – Anne Bowen, Executive Director**

- **Foundation** (3.1.3 – Develop the College's and Foundation's community involvement and presence; and 5.2.3 – Contribute to fiscal stability through entrepreneurial activities and efficiencies)
 - **Fundraising** – Draft reports indicate that the Foundation received \$344,223 January 1st through April 30th, bringing our year's total to \$1,141,814 in donor gifts and pledges for the 2013-14 fiscal year through April 30, 2014. This includes about \$959,500 in endowments, \$96,600 in annual scholarships, and \$85,700 for other college support.
 - **Events** –

- **Estate Planning Seminars** – The Foundation is partnering with the NW Estate Planning Council, and seven other local nonprofit organizations to host Estate Planning Seminars in mid-May.
 - **2014 Honors & Awards Celebration** – The Foundation is once again partnering with the College to host the annual Honors & Awards Celebration, scheduled for Thursday, June 12th. In Addition to the College’s academic and outstanding student awards, the event will honor the achievements of the 2012-13 Scholarship recipients.
 - **2014-15 Scholarship Awards** – The Foundation is in the final stages of reviewing the scholarship applications received for the 2014-15 academic year. Announcements of awards will be made in May and June.
 - **Mailings** – The Connect Annual Report was mailed to about 2,500 community members, in April. A spring appeal for scholarship and fund for excellence funds is planned for mid-May.
- **Communications, Marketing and Publications** (3.1: Increase College stature as a community and educational partner)
 - **Web/Social Media Development**
 - We hosted our new website vendor Vision Internet for a two-day site visit April 24 and 25. The website work group (including students) discussed next steps for the College’s new public web presence. A campus-wide web survey is planned for next month.
 - **Summary/Highlights Of Media Coverage –**
 - [Whatcom County colleges educating much-needed cybersecurity specialists](#), 4/30/14, Bellingham Herald
 - [Senator Patty Murray visits Whatcom Community College](#), 4/25/14, KGMI.com
 - [Whatcom Community College exemplifies community-based higher education](#), 4/15/14, Bellingham Herald
 - [BTC, WCC Students Honored](#), 4/14/14, Bellingham Herald
 - [Whatcom Community College remains in expansion mode](#), 3/31/14, BBJ Today
 - [Four new housing projects financed throughout state \(HPEC\)](#), 3/31/14, Real Estate Rama
 - [Best Bets: Live art at Bellingham studio \(“Home: Through Our Eyes” exhibit\)](#), 3/20/14, Bellingham Herald
 - [WCC names building in honor of Phyllis and Charles Self](#), 3/17/14, Whatcom Report (Chamber Newsletter)
 - [WCC to get new learning commons, revamped gym](#), 3/15/14, Bellingham Herald
 - [Finding an online master’s that clicks with you \(Justin Gill\)](#), 3/10/14, Washington Post Express and [Georgetown Blog](#)
 - [WCC culinary program travels to The Willows Inn](#), 3/7/14, Bellingham/Whatcom Chamber
 - [Coach of the Year & Two MVPs for WCC Basketball](#), 3/7/14, Bellingham/Whatcom Chamber
 - [Kudos: WCC building earns LEED Silver status](#), 3/7/14, BBJ Today

- [Bellingham schools promote tech education with classes, interactions \(Jeff Tetrick\)](#), 3/7/14, Bellingham Herald
- [Whatcom CC hoop squads honored](#), 3/7/14, KGMI.com
- [WCC building gets LEED Silver certification](#), 3/6/14, Bellingham Herald
- [WCC building gets LEED Silver certification](#), 3/6/14, The News Tribune
- [NW Career & Technical Academy Partners with WCC](#), 3/5/14, Bellingham/Whatcom Chamber
- [New WCC college program focuses on career](#), 3/5/14, KGMI.com

- **Press Releases/Media Relations –**
 - [Sen. Patty Murray Meets Student Veterans at WCC](#), 4/30/14
 - [WCC Sustainability Club Welcomes McKenzie Funk to Campus May 7](#), 4/28/14
 - [WCC Announces Winter Quarter 2014 Dean's List](#), 4/11/14
 - [WCC Names Campus Building in Honor of Community Leaders](#), 3/11/14
 - [Coach of the Year and Two MVPs for WCC Basketball Teams](#), 3/6/14